

## **APPLICANTS FOR IMPORTER'S LICENSES**

In addition to completing the general application, applicants for Importers licenses are required to complete and submit the following:

- Copy of Certificate of Incorporation or Charter.
- Copy of all alcoholic beverage licenses issued by the state in which your company is located.
- Copy of all federal permits and/or licenses held by your company.
- List of all alcoholic products your company will handle, to include source of such products.
- Primary Source Designation:
  - A. IMPORTER DESIGNATION AND AUTHORIZATION FORM (ATTACHMENT A)
  - B. DESIGNATION OF AUTHORIZED DISTRIBUTOR FORM (ATTACHMENT B)
- Product and label approval must be obtained by you or the Wholesaler. This information and forms for product approval can be obtained from the Department's Tax Management Section at (804) 213-4555.

In-State Applicants are required to follow the Posting and Publishing requirements which are noted in the Application for License Booklet.

Out-of-State Applicants are not required to follow the Posting and Publishing requirements.

Out-of-State applicants who wish to have persons to solicit sales for your company in Virginia are required to obtain a Solicitor Salesman Permit for each person. To obtain such a permit, you must complete an application for Solicitor Salesman (attached).

If you have further questions, please call (804) 213-4555.

Please submit this completed statement along with your application to:

**LICENSE APPLICATION  
VIRGINIA DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL  
2901 HERMITAGE ROAD  
P.O. BOX 27491  
RICHMOND, VIRGINIA 23261-7491**

## MISCELLANEOUS LICENSE TYPES AND COSTS

TYPE OF LICENSE	TAX
<b>WINE LICENSES</b>	
Distillery (5,000 gallons or less annually) .....	\$450.00
Distillery (over 5,000 gallons annually) .....	\$3725.00
Fruit Distillers .....	\$3725.00
Winery (5,000 gallons or less annually) .....	\$189.00
Winery (over 5,000 gallons annually) .....	\$3725.00
Winery Off Premises .....	\$145.00
Farm Winery – Class A .....	\$190.00
Farm Winery – Class B .....	\$3725.00
Wholesale Wine (150,000 gallons or less annually) .....	\$930.00
Wholesale Wine (over 150,000 gallons but not over 300,000 gallons annually) .....	\$1430.00
Wholesale Wine (over 300,000 gallons annually).....	\$1860.00
Wine Importer .....	\$370.00
<b>BEER LICENSES</b>	
Brewery (10,000 barrels or less annually) .....	\$2150.00
Brewery (over 10,000 barrels annually) .....	\$4300.00
Bottlers .....	\$1430.00
Wholesale Beer (300,000 cases or less annually) .....	\$930.00
Wholesale Beer (over 300,000 cases but not over 600,000 cases annually) .....	\$1430.00
Wholesale Beer (over 600,000 cases annually) .....	\$1860.00
Beer Importer .....	\$370.00

**NOTE: There is a NON-REFUNDABLE \$65.00 application fee for EACH license. Make a check, for the application and state license fees, payable to the Virginia Department of Alcoholic Beverage Control.**

Mail the completed application and check to:

LICENSE APPLICATION  
VIRGINIA DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL  
2901 HERMITAGE ROAD  
P O BOX 27491  
RICHMOND VA 23261-7491



VIRGINIA DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL  
2901 Hermitage Road - P O Box 27491 - Richmond VA 23261-7491

# APPLICATION FOR SOLICITOR SALESMAN PERMIT

## WINE AND BEER SOLICITOR SALESMAN PERMIT INFORMATION

A permit is required to solicit or promote wine or beer to wholesale or retail licensees by a wine or beer solicitor salesman or representative of any **out-of-state wholesaler** engaged in the sale of wine or beer. Such permits shall not authorize the sale of wine or beer by the permittee, the direct solicitation or receipt of orders for wine or beer, or the negotiation of any contract or contract terms for the sale of wine or beer unless such sale, receipt or negotiations are conducted in the presence of a licensed Virginia wholesaler or importer or such Virginia wholesaler's or importer's salesman or representative.

Applicant must be 18 years of age or older and may not be employed at the same time by an out-of-state wholesaler engaged in the sale of wine or beer and by a licensee to solicit the sale of or sell wine or beer..

There is a \$165 **annual fee** for this permit which is prorated quarterly. July 1 thru September 31 - \$165; October 1 thru December 31 - \$123.75; January 1 thru March 31 - \$82.50; and April 1 thru June 30 - \$41.25. All permits expire June 30th of each year and the renewal fee is \$165. \*

## DISTILLED SPIRITS SOLICITOR SALESMAN PERMIT INFORMATION

A permit is required for any person having interest in the manufacture, distribution or sale of spirits or other alcoholic beverages to solicit any mixed beverage licensee, his agent, employee or any person connected with the licensee in any capacity in his licensed business to sell or offer for sale such spirits or alcoholic beverages. [§4.1-212 (2), Code]

Applicant must be 21 years of age or older.

There is a \$390 **annual fee** for this permit which is prorated quarterly. July 1 thru September 31 - \$390; October 1 thru December 31 - \$292.50; January 1 thru March 31 - \$195; and April 1 thru June 30 - \$97.50. All permits expire June 30th of each year and the renewal fee is \$390.\*

In addition to completing the application, applicants for distilled spirits solicitor salesman permits, must submit a letter, on company letterhead, of authorization from the manufacturer, brand owner or its duly designated United States agent, of each specific brand(s) of distilled spirits which the permittee is authorized to represent on behalf of the manufacturer or brand owner in the Commonwealth.

## INSTRUCTIONS

- Type or print legibly with black ink.
- Answer questions completely and accurately.
- Mail or deliver the completed application with appropriate fee(s) to:

**Department of Alcoholic Beverage Control**  
**License Records Management**  
**2901 Hermitage Road**  
**P O Box 27491**  
**Richmond, Virginia 23261-7491**

Upon receipt of the completed application, required fees and authorization; the application will be processed and a permit will be forwarded to the applicant. Such permit shall be carried at all times while on official business and must be presented to ABC agents and other police officers upon request.

\* For a combined Wine, Beer and Distilled Spirits Solicitor Salesman Permit there is a \$555 **annual fee** which is prorated quarterly. July 1 thru September 31 \$555; October 1 thru December 31 - \$416.25; January 1 thru March 31 - \$277.50; and April 1 thru June 30 \$138.75. All permits expire June 30th of each year and the renewal fee is \$555.



VIRGINIA DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL  
2901 Hermitage Road - P.O. Box 27491 - Richmond VA 23261-7491

# APPLICATION FOR SOLICITOR-SALESMAN PERMIT

## COMPANY INFORMATION

Company Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

## TYPE OF PERMIT

(Please check appropriate box)

☐ **Wine and Beer Solicitor Salesman Permit** Fee Amount Submitted \_\_\_\_\_  
There is a **\$165 annual fee** for this permit which is prorated quarterly. July 1 thru September 31 - \$165; October 1 thru December 31 - \$123.75; January 1 thru March 31 - \$82.50; and April 1 thru June 30 - \$41.25. All permits expire June 30th of each year and the renewal fee is \$165.

☐ **Distilled Spirits Solicitor Salesman Permit** Fee Amount Submitted \_\_\_\_\_  
There is a **\$390 annual fee** for this permit which is prorated quarterly. July 1 thru September 31 - \$390; October 1 thru December 31 - \$292.50; January 1 thru March 31 - \$195; and April 1 thru June 30 - \$97.50. All permits expire June 30th of each year and the renewal fee is \$390.

☐ **Wine, Beer and Distilled Spirits Salesman Permit** Fee Amount Submitted \_\_\_\_\_  
There is a **\$555 annual fee** for this permit which is prorated quarterly. July 1 thru September 31 - \$555; October 1 thru December 31 - \$416.25; January 1 thru March 31 - \$277.50; and April 1 thru June 30 - \$138.75. All permits expire June 30th of each year and the renewal fee is \$555.

## APPLICANT INFORMATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_  
Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number \_\_\_\_/\_\_\_\_/\_\_\_\_

## MAILING ADDRESS FOR PERMIT

Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
I certify that the information provided is true and correct to the best of my knowledge and belief.

## APPLICANT SIGNATURE

Signature \_\_\_\_\_  
Name and Title (please print) \_\_\_\_\_

## ABC USE ONLY

Amount Paid

Receipt Date

Receipt #

Solicitor Permit #

**IMPORTER DESIGNATION AND AUTHORIZATION FORM:**

- I. \_\_\_\_\_ (Name of Brand Owner) is the lawful owner of the brand(s) of beer and/or wine listed in paragraph II and, as the brand owner, hereby authorizes:

Name of Applicant/Licensee \_\_\_\_\_

Street Address of Applicant/Licensee \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Virginia Importer's Number \_\_\_\_\_

to sell and deliver or ship the same brands of wine and/or beer into the Commonwealth of Virginia pursuant to, and in compliance with, the relevant statutes and regulations of the Commonwealth, which govern beer or wine importer licenses.

- II. The brands which the applicant named in paragraph I is authorized to sell and deliver or ship into Virginia are as follows.

Name of Brands \_\_\_\_\_

- III. The above named applicant/licensee is hereby designated as the authorized representative of \_\_\_\_\_ (Name of Brand Owner) for the purpose of establishing written agreements, of a definite duration and within the meaning of the Beer Franchise Act, §§4.1-500, et seq., of the code of Virginia and/or the Wine Franchise act, §§4.1-400 et seq., of the Code of Virginia, with each wholesaler licensee of the Virginia Alcoholic Beverage Control Board to whom the above named importer sells any brand of beer or wine listed in paragraph II.

**NOTICE TO BRAND OWNER:** By completing and submitting this form, according to Virginia law, the designated Importer will be authorized to enter into agreements for territory assignments with Virginia licensed wholesalers on your behalf. All territory assignments made by your designated Importer are submitted to the Virginia Department of ABC on an Attachment B form and are binding.

- IV. Please check the appropriate statement, below:

- ☐ This is an original authorization from the undersigned brand owner for the brands identified in paragraph II.
- ☐ This is an amendment to an original authorization, adding or deleting brands, which the above named applicant or importer is authorized by the undersigned brand owner to import into Virginia.

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Brand Owner

\_\_\_\_\_  
Signature of Person Executing Form and Title

## DESIGNATION OF AUTHORIZED DISTRIBUTOR FORM

The undersigned, which is applying for issuance or renewal of an importer's license to sell and deliver or ship the brands of beer and/or wine listed in Paragraph 2 of the attached Importer Designation and Authorization Form Attachment A, hereby files with the Virginia Alcoholic Beverage Control Board this list of wholesaler licensees which are authorized by the undersigned, as the authorized representative of \_\_\_\_\_ (Name of Brand Owner), to distribute such brands within the Commonwealth of Virginia.

Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Applicant for Importer's Licensee/or Importer Licensee

\_\_\_\_\_  
Signature of Person Executing Form and Title of Position

Name of Designated Distributor And Distributor License #	License Number	Address of Designated Distributor	Designated Territory or Primary Area of Responsibility
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____
4) _____	_____	_____	_____
5) _____	_____	_____	_____
6) _____	_____	_____	_____
7) _____	_____	_____	_____
(Use Supplemental Sheet If Necessary)			